

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION
DATE: January 23, 2012
TIME: 4:00 P.M.
LOCATION: Central Library

TRUSTEE ROLL CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

CALL TO ORDER:

President Godfrey called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved with the addition of item V. D1.: Snowmelt System Agreements Revision

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of December 19, 2011

B. Personnel Items

a. Resignations

- i. **Jeff Rybicki** resigned from the KPLSP FTE 1.0 Library Assistant position in Local History effective November 30, 2011. Jeff began work at KPL in January 2004. He accepted a position with the Jackson District Library.
- ii. **David Adams** resigned from the Supervisory-Technical FTE 1.0 position of Information System Analyst within the IT department. David began work at KPL in December 2006. David has accepted a position with a local company.

b. Employee Transfers

- i. **Jerry Smith** transferred to the KPLSP FTE 1.0 Library Assistant position in Local History effective December 1, 2011. Jerry previously held the FTE 1.0 Library Assistant Day Services position within the Facilities Management department.
- ii. **Jeremy Breeding** transferred to the KPLSP FTE 1.0 Library Assistant Day Services position within the Facilities Management department effective January 1, 2012. Jeremy previously held two KPLSP FTE .5 positions as Ready to Read Assistant and Weekend Custodian.

c. **New Hire**

- i. **Steven Braat** joined the salaried library staff in the position of KPLSP FTE .5 Library Assistant Weekend Custodian effective January 7, 2012. Steve has been employed as an hourly evening custodian at KPL since October 2008.

d. **Retirement**

- i. **Bobbe Luce** announced her retirement from KPL effective June 30, 2012. Bobbe currently holds the Supervisory-Technical FTE 1.0 position of Nonprofit Specialist with ONEplace. Bobbe began work at KPL in October 2008.

DISPOSITION:

The board accepted the Minutes of the Board Meeting of December 19, 2011 and personnel items as presented.

IV. **FINANCIAL REPORT**

Financial Reports for the Period Ending December 31, 2011

Recommendation: A. Rohrbaugh recommended the Board accept the Financial Reports for the period ending December 31, 2011

MOTION:

F. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2011.

MOTION CARRIED 7-0



V. **REPORTS AND RECOMMENDATIONS**

ACTION ITEMS

A. 2011/2012 Close Estimate Budgets

Recommendation: A. Rohrbaugh recommended Board approval of the three budgets presented: the General Operating Fund Close Estimate Revision; the Capital Improvement Plan Close Estimate Revision; and the Special Revenue Funds Close Estimate Revision. All three budgets have been reviewed and are recommended for approval by the Finance & Budget Committee.

Executive Summary:

General Operating Fund – Close Estimate Budget Revision

Overall, the Close Estimate Budget Revision revenue estimate for the General Operating Fund incorporates updated property tax and state aid revenue estimates. Property tax revenue increases total \$159,943, including the current property tax levy, IFT adjustments, and PILOT (Payments Not In Levy) estimates. State Aid to Libraries has been updated per the Library of Michigan to \$62,545, of

which \$49,545 is attributable to the current fiscal year. Other local support increased \$7,975 with the recognition of several gifts and the cooperative reimbursement agreement payment from KPS for one half the cost of library cards and lanyards provided to 1st graders.

Expenditure budgets have been updated increasing over the Preliminary Budget by \$115,628 or 1.1% overall. Salaries and benefit categories have been adjusted for vacancies and retirements, position changes, July 1 contractual changes, and medical and retirement rate adjustments. Materials line items have been adjusted to reflect strategic purchasing objectives and increased demand for audio-visual materials. The binding, shipping and replacement line items will be eliminated after this fiscal year, with the costs for those expenditures being incorporated into the actual materials budgets. Line item revisions are explained in the notes to the individual budgets. Several changes incorporated into this budget revision require special discussion, however.

Several formatting changes for the remainder of the budget categories are being presented with the Close Estimate Budget to help group budget line-items into common expenditure category groupings. The former utilities and building categories have been incorporated into a single "Facilities" budget category, the former furniture & equipment category has been eliminated with the budgets being incorporated into other categories. The former "Other" budget category has been split into three budget categories: Technical Services, Purchased Services, and a much smaller "Other" category.

The much smaller "Other" category includes one of the largest adjustments to the Close Estimate Budget. Tax Charge Backs, or Michigan Tax Tribunal and Board of Review reimbursement of taxes to taxpayers, has skyrocketed this fiscal year. The Close Estimate Budget Revision has been increased by \$125,000 to \$200,000. As of January 10, 2012 a total of \$169,064.66 has been either repaid or requested. The reimbursements represent multiple year adjustments on commercial and industrial property in particular contributing the highest dollar impacts.

Fund Balance adjustments incorporated in the Close Estimate Budget includes the recognition of the "additional" funds carried over from the prior year of \$974,077 (line 105). These funds included year-end revenue adjustments, unspent budget, and a one-time adjustment for the reversal of vacation accrual liability that contributed \$225,000. Of that additional unassigned fund balance, the Close Estimate Budget recommends the transfer of an additional \$300,000 (line 101) to the Capital Improvement Plan to fund future capital projects. The final resulting impact is an increase of \$777,928 to unassigned fund balance, bringing the total unassigned fund balance to equal over 13% of annual operating expenditures.

Capital Improvement Plan Revision

The Capital Improvement Plan Revision for the three years ending June 30, 2013 includes the additional \$300,000 in operational transfers from the General Fund and \$2,500 in funding contributed by a gift from Lawrence & Sylvia Wong for technology & equipment purchases.

Allocations for project expenditures in the current revision include the addition of \$20,000 for repair of the Central Library air conditioning "Chiller". Estimates for the Chiller have been predicted to be an out-

year repair in prior budget discussions. The repair of the equipment has been judged to be necessary before the next cooling season. Other modifications to allocations include allocation of funds to accommodate the completion of the BTOP Computer project and purchase additional Apple products.

Overall, \$282,500 of the \$300,000 additional transfer from operations has been retained for future capital projects.

Special Revenue Funds

Overall, most of the budget adjustments incorporated in the Close Estimate Budget are to accommodate project costs carried over from the prior year. Projects extending budgets into the current fiscal year include Friends Mini-Grants, the History Room Miller-Davis project, and Friedman Room gift equipment purchases. Both the History Room and ONEPlace have received new grant funding for new projects beginning this fiscal year. As previously mentioned, the History Room Kalamazoo Gazette project received \$10,000 from the Kalamazoo Community Foundation and ONEPlace received an additional \$11,000 from both the Kalamazoo Community Foundation and local gifts in addition to funds carried over from prior fiscal years for the non-profit leadership academy scheduled for later this spring. No significant changes are estimated in the Ready to Read program.

MOTION:

J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED ALL THREE MOTIONS TO APPROVE THE CLOSE ESTIMATE BUDGETS AS RECOMMENDED BY THE DIRECTOR

DISCUSSION:

Director Rohrbaugh said the highest priority item was the chiller. She also reminded the Board that the projects from the Special Revenue Funds were ones already known but simply needed to have their budgets aligned. J. Vander Roest clarified the name of one of KPL's valued donors which should be referred to Lawrence and Sylvia Wong Foundation rather than Lawrence and Sylvia Wong.

MOTION CARRIED 7-0



B. Reclassification of Librarian position

Recommendation: A. Rohrbaugh recommended the addition of a Supervisory –Technical position of Circulation Supervisor, assigned to Patron Services, added to the staffing table.

Executive Summary: A circulation supervisor, at the Supervisory – Technical level, is needed to manage the day-to-day operations of the circulation section under the direction of the department head.

The shift of administrative responsibilities is effective February 1, 2012. One of the first priorities will be to define the work to be assigned to the Circulation Supervisor, the skills and experience required, and

the job expectations. The position would then be classified and advertised. The first step in the process is to add the position to our staffing table. This recommendation has been discussed by the Personnel Committee and comes to the full board with committee support.

MOTION:

J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION ADD A SUPERVISORY-TECHNICAL POSITION OF CIRCULATION SUPERVISOR, ASSIGNED TO PATRON SERVICES, TO THE STAFFING TABLE.

DISCUSSION:

In response to a question regarding timing of the position, A. Rohrbaugh clarified that this position's job description and competencies would be created immediately. The position would be a direct report to Kevin King. J. Vander Roest commented that this position was a management not a union position to which A. Rohrbaugh affirmed.

MOTION CARRIED 7-0



C. Reclassification of Librarian Position

Recommendation: A. Rohrbaugh recommended the responsibilities of the Powell Branch Lead Librarian position be expanded to include lead librarian responsibilities for Eastwood Branch as well, and the position be reclassified from a Librarian III to Librarian IV, effective February 1, 2012.

Executive Summary: Each branch has been overseen by a lead librarian. Combining oversight of these two branches in one librarian position would provide for increased efficiencies in light of tighter budgets and more fully use the strengths of individual staff members. The current lead librarian at Eastwood Branch would take on librarian responsibilities at both branches, including collection maintenance and programming, especially for youth. Her classification would remain at the current librarian III level; it would be reexamined at the time it became vacant. The cost of the reclassification of this lead librarian position for the remainder of this fiscal year would be approximately \$280. This recommendation has been discussed by the Personnel Committee and comes to the full board with committee support.

MOTION:

F. BROWN MOVED AND B. BROWN SUPPORTED THE MOTION TO RECLASSIFY THE POSITION OF LIBRARIAN III TO LIBRARIAN IV AND EXPAND THE RESPONSIBILITIES OF THE POWELL BRANCH LEAD TO INCLUDE LEAD RESPONSIBILITIES FOR EASTWOOD BRANCH EFFECTIVE FEBRUARY 1, 2012.

DISCUSSION:

Director Rohrbaugh indicated this decision was in response to the strengths and skills needed for the Lead position and the focus on programming at both Eastwood and Powell. This

is not a de-emphasis at Eastwood as Judi Rambow will have her office there. Professional staffing levels will remain the same.

MOTION CARRIED 7-0



D. Reclassification of Library Assistant Position

Recommendation: A. Rohrbaugh recommended the two FTE .5 Library Assistant positions in the Youth Services Department, currently classified as Library Assistant 3 and 4, be combined into one FTE 1.0 Library Assistant 4 position to provide full time administrative support to the Children's Room and department head effective February 1, 2012.

Executive Summary: There are two FTE 0.5 Library Assistant positions within the Youth Services Department which are currently held by one staff member. The Children's programming support position is classified as a Library Assistant 3 and the position which provides administrative support for the Children's Room and department head is classified as a Library Assistant 4. A vacancy in another FTE 0.5 Library Assistant 3 position in Youth Services has prompted reexamination of the work assigned to all three positions. There is a need for increased administrative support for the Children's Room and the Head of Youth Services that can be met with this reclassification. The result would be one FTE 1.0 Library Assistant 4 and one FTE 0.5 Library Assistant 3. The cost of increasing the Library Assistant 4 position to FTE 1.0 for the remainder of this fiscal year would be approximately \$310. This recommendation has been reviewed and is supported by the Personnel Committee.

MOTION:

R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO COMBINE THE TWO FTE .5 LIBRARY ASSISTANT POSITIONS IN THE YOUTH SERVICES DEPARTMENT, CURRENTLY CLASSIFIED AS LIBRARY ASSISTANT 3 AND 4 INTO ONE FTE 1.0 FTE LIBRARY ASSISTANT 4 POSITION TO PROVIDE FULL TIME ADMINISTRATIVE SUPPORT TO THE CHILDREN'S ROOM AND THE DEPARTMENT HEAD EFFECTIVE FEBRUARY 1, 2012.

DISCUSSION:

This change will provide additional support help to allow Susan Warner, Head of Youth Services to focus more on duties related to collaboration and community work as they related to the Strategic Plan. Ready to Read support duties are being incorporated into the .5 FTE Youth Services Library Assistant 3 position which will be filled internally.

MOTION CARRIED 7-0



D1. Snowmelt System Agreements Revision

Recommendation: A. Rohrbaugh recommended the Board authorize the director, in consultation with the Board President, to enter into agreements for a snowmelt system for Central Library that would include KPL loaning funds to the DDA for the project with reimbursement, with interest, over several years.

EXECUTIVE SUMMARY: At the October board meeting, the director, in consultation with the Board President, was authorized to enter into agreements for a snowmelt system for the Central Library. At that time, it was expected the developer of Peregrine Plaza would fund the entire project and be reimbursed by the DDA over several years. The library is now being asked to fund our portion of the project and also be reimbursed by the DDA over several years. It is expected our portion would be in the range of \$150,000 - \$200,000. Upon board approval of this recommendation, the Board President and I would determine if we could negotiate contracts acceptable to the library, the developer, and the DDA.

DISCUSSION:

B. Caple inquired as to whether this recommendation would allow the agreement to be brought to the Board prior to entering into the said agreement. L. Godfrey indicated that timing is an issue because of construction design and planning requirements. Board members continued to discuss matters surrounding a snowmelt system such as the boiler being on the developer's property versus library property, long term maintenance concerns, percentage of total square feet of the system (estimated at 69% for library, 31% for developer), history of investing library funds as proposed, and terms of repayment.

AMENDED MOTION:

J. VANDER ROEST MOVED AND F. BROWN SUPPORTED A MOTION TO APPROVE DIRECTOR ROHRBAUGH, IN CONSULTATION WITH BOARD PRESIDENT GODFREY, TO ENTER INTO NEGOTIATIONS FOR A SNOW MELT AGREEMENT WITH THE PERTINENT PARTIES WHICH AGREEMENT MAY INCLUDE LOANING THE MONIES FOR THE INITIAL CONSTRUCTION OF THE SNOW MELT SYSTEM AND THE OBLIGATION FOR FUTURE OPERATION AND MAINTENANCE OF THE SYSTEM IN AN AMOUNT EQUIVALENT TO THE LIBRARY'S SHARE OF THE OVERALL SYSTEM ESTIMATED TO BE 69%. ANY AGREEMENT REACHED BY THE PARTIES SHALL COME TO THE BOARD FOR FINAL APPROVAL.

MOTION CARRIED 7-0**REPORTS****E. 2nd Quarter Strategic Priorities Statistics**

Presentation: The Director began by explaining that the progress on the Strategic Plan's goals and objectives was advancing in a more measurable way. The surveying process has been scaled back to be more meaningful and less intrusive for patrons. The Y/N column on the statistics form has been eliminated. Brief notes have been added for objectives requiring an explanation.

Overall, progress is steady and successful. Areas where library staff are working to create improvements include increasing the number of young children (birth to five) participating in the Summer Reading Program and programs at non-library locations (Party in the Park to be held in May 2012), teen attendance at programs, and attendance at local history/genealogy programs.

DISCUSSION: L. Godfrey inquired about the placement of surveys and how that might affect results. J. VanderRoest noticed long hold lists for materials including ebooks and digital audiobooks prompting a discussion of where ebooks fit in the statistics and should they warrant their own category. Overall, the Board was pleased to receive the midyear statistics for the Strategic Plan.

DISPOSITION: The Board received this report from Director Rohrbaugh.

F. Legislative Update

Presentation: D. Schiller presented a brief update on legislative matters indicating there were no substantial updates on currently proposed bills that would affect the library.

DISPOSITION:

The Board received this brief report from Ms. Schiller.

G. CollectionHQ

Presentation: Steve Siebers, Materials Selection Librarian, reported on the process for selecting and weeding the collection, mostly focusing on non-fiction since that is his specialty. He shared statistics he has gathered and analyzed related to circulation of non-fiction in both the 2nd floor collection at Central as well as the books in the Rotunda. In his analysis, he is examining factors such as the demand of particular types of non-fiction with the number of titles in the collection, shelf space dedicated to those items, and their value to the overall collection. He then demonstrated how CollectionHQ (a collection development software) will assist in this process.

DISCUSSION: The Board was engaged and responsive to Mr. Siebers report. V. Wright noted she does her own circulation statistics for the books she checks out and found that 75% was popular non-fiction. This was in line with the data presented by Mr. Siebers. In response to Mr. Siebers indicating he was keeping those types of books in the Rotunda longer, F. Brown affirmed that seeing materials was a great draw to checking them out. Michael Cockrell, Head of Adults Services said that the more you weed the collection, the more attractive and appealing it becomes to patrons, leading to an increase in circulation.

DISPOSITION: Trustees thanked Mr. Siebers for the report as well as his continual analysis of library collections.

VI. COMMITTEE REPORTS

- A. Finance and Budget Committee—met January 18, 2012 to review Close Estimate Budgets. See item V. A. above.
- B. Personnel Committee—met January 13, 2012 to review position reclassifications. See items V. B., V.C., and V.D. above.
- C. Fund Development Committee—no meeting
- D. Director’s Building Advisory Committee—no meeting

VII. OTHER BUSINESS

A. Director’s Report

Presentation: The director highlighted several items in the report. No action is required related to extending the term of Board members to be in compliance with the new state law. Personal Property Tax continues to be an item the director watching closely.

Discussions of a monthly collaboration with KPS are underway. KPS Superintendent Rice is encouraging weekly Saturday visits to the library and would like to partner with us to provide the monthly programs to support the initiative, ideally with a sponsor organization to help promote the event.

Not surprisingly, our OverDrive circulation was at a record high for December: 2,084, bringing the total checkouts for the year to 15,058, more than doubling the 7,708 checkouts from 2010. And, also not surprising, the temporary ebook desk at central has been successful. Many patrons wanted help with their eReaders; others are considering the purchase of one.

DISCUSSION: V. Wright requested clarification on the large grant request submitted to the Institute for Museum and Library Sciences by Family Place Library, an organization that supports a network of libraries with a strong commitment to early childhood literacy, and one KPL has been invited to be a part of. Director Rohrbaugh explained how this program essentially mirrors services we already offer to families and children. The Family Place Library branding would be visible in the Children’s Room and funding would be provided for staff training and new toys, books, etc.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. TRUSTEE COMMENTS

- B. Caple was interested to receive a copy of the current staffing table and inquired as to the holds process—notifications, turnaround time for people picking them up, etc.
- C. TenBrink toured the re-imagined Teen and Tech Center spaces and found them wonderful.
- V. Wright greatly appreciates the renewed and ongoing collaborations with KPS; this is a great testament to the KPL leadership. She also enjoyed the recent concert, *The Mickeys*.

X. EXECUTIVE (CLOSED) SESSION

A. President Godfrey asked for a motion to move to closed session to hear the appeal of a patron (Appeal 2012-1) and asked that Director Rohrbaugh and Jennifer Cornell, Assistant to the Director stay.

MOTION:

J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE INTO CLOSED SESSION TO HEAR THE APPEAL OF A PATRON.

Roll Call Vote: L. Godfrey—yes; J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes.

MOTION CARRIED 7-0



Trustees moved to closed session at 6:01 pm

MOTION:

J. VANDERROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey—yes; J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes.

MOTION CARRIED 7-0



Trustees moved to open session at 6:13 pm

MOTION:

R. BROWN MOVED AND B. CAPLE SUPPORTED A MOTION TO UPHOLD THE PATRON 2012-1'S BANNING.

DISCUSSION:

J. Vander Roest requested that the library review the ways a patron is notified that their library card is not transferrable such as on the card itself, the computer user agreement a patron accepts when using their library card, when signing up for a library card, etc.

MOTION CARRIED 7-0



B. In response to a request from the director to move to closed session for the purpose of conducting the director's mid-year review, President Godfrey asked for a motion to do so.

MOTION:

J. VANDERROEST MOVED AND B. BROWN SUPPORTED THE MOTION TO MOVE INTO CLOSED SESSION TO CONDUCT THE DIRECTOR'S MIDYEAR REVIEW.

Roll Call Vote: L. Godfrey—yes; J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes.

MOTION CARRIED 7-0



Trustees moved to closed session at 6:24 pm

MOTION:

B.CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey—yes; J. Vander Roest—yes; R. Brown—yes; F. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes.

MOTION CARRIED 7-0



Trustees moved to open session at 6:55 pm

XI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 6:56 pm

X

Robert Brown
Secretary